



PLANNING AND DEVELOPMENT DEPARTMENT CITY OF HIGH POINT

COMMERCIAL PLAN SUBMITTAL REQUIREMENTS

Please use the checklist below to verify that you are providing all of the necessary information to obtain a permit. Submitting complete and accurate information at the beginning will result in more efficient processing of your request. If you have questions about what to submit or the process please contact us at (336) 883-3328.

All permit submittals shall include:

- ☐ **1 Original of the Commercial Permit Application** signed with ink (Pages 1 and 2 of this packet).
All applicable **Trade Permit Applications** (available separately) must be provided as well.
- ☐ **1 Original of the "Affidavit of Workers' Compensation Coverage"** that is notarized or accompanied by the Insurance Certificate. See page 5 of this application packet.
or
☐ **1 Original of the "Owner Exemption Affidavit" pursuant to G.S. 87-14(a)(1).** This form must be provided if the property owner wishes to act as the General Contractor. The owner must acknowledge and adhere to all relevant provisions listed on the form and the form must be notarized. See page 6 of this application packet.
- ☐ **3 Construction Plan sets.** See page 4 for a list of required information on the Construction Plan Sets.
- ☐ **Applicable Plan Review Fee.**

Permit requests may also require:

- ☐ **Site Plan (7 complete sets):** Building expansion or change of use requests shall be accompanied by a site plan. The site plan should contain sufficient information to verify compliance with the Development Ordinance. Page 3 of this packet outlines typical information needed to verify compliance. If the proposal increases building area by 15,000 sq. ft. or greater or proposes more than 8 dwelling units (Section 9-3-11(e)(2)) Technical Review Committee (TRC) review and approval is required.
- ☐ **State letter of approval for Child Care Operation**
- ☐ **Completed Building Code Summary (Appendix B)**

Permit requests may also result in the issuance of additional permits:

- ☐ **Driveway Permit:** When a driveway is proposed, a Driveway Permit is issued concurrently with the Building Permit. The driveways shall be depicted on the Site Plan and be constructed in accordance with the High Point Driveway Ordinance. Additional permitting from the NC Department of Transportation is required for connections to state maintained roads.

If applicable, the following approvals/permits must be obtained prior to submittal for a building permit:

- ☐ **Watershed Control Plan:** Sites that are not exempt per Section 9-7-1(e) of the Development Ordinance that result in an increase or reallocation to the Built Upon Area (BUA) are subject to a Watershed Control Plan (WCP) approval. WCP's require Technical Review Committee review and approval.
- ☐ **Land Disturbing Permit:** Soil Erosion and Sedimentation Control Plan approval and a Land Disturbing Permit is required for activity outlined in Section 9-7-11(a)(1) of the Development Ordinance.
- ☐ **Floodplain Development Permit:** Prior to any development activities located within Special Flood Hazard Areas a Floodplain Development Permit is required. Contact Engineering Services (883-3194) for requirements.
- ☐ **Certificate of Appropriateness (COA):** A COA is required for many exterior or structural improvements within a Local Historic District (i.e. Johnson Street) or for Guilford County designated Landmark Properties. A COA should be obtained prior to submitting a request for a building permit.
- ☐ **Health Department (applicable county) Approval:** Sites with well and/or septic, food handling, or a swimming pool require approval from the applicable county Health Department.



**PLANNING AND DEVELOPMENT DEPARTMENT
CITY OF HIGH POINT**

COMMERCIAL PERMIT APPLICATION

Department Use Only: Date and time received: _____ Plan Number: _____
Building Permit #: _____ Driveway Permit #: _____ CFP #: _____

Section 1: General Information

Project Address: _____

Name of Business or Project (if applicable): _____

Business Type (if applicable): _____

Existing use of property: _____

Explain the proposed use in detail (2-3 sentences): _____

Company/Business Name: _____

Main Contact: _____ Phone: _____ Email: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____ Email: _____

Status of Applicant: ☐ Property Owner; ☐ Contractor; ☐ Legal Representative; Other _____

N.C. State General Contractor's License Number: _____ Class: _____

High Point City Contractor ID Number: _____

Property Owner: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____ Email: _____

Architect/Engineer: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____ Email: _____

Section 2: Building Data**Type of Work (check all that apply):**

- ☐ New Building
☐ Detached accessory building
☐ Addition
☐ Deck ☐ Change of Use
☐ Alteration ☐ Swimming Pool
☐ Repair
☐ Demolition¹
☐ Modular
☐ Other _____

Structure Areas (square feet):

Total: _____
 Heated: _____
 Unheated: _____
 Unfinished Basement: _____
 Height (ft): _____
 Number of Stories: _____

Foundation:

- ☐ Slab ☐ Crawl ☐ Basement

Utilities:

Sewer: ☐ Public ☐ On-site²
 Water: ☐ Public ☐ Well²
 Type of Heat: _____
 Electric Provider: _____
 Gas Provider: _____

Type of Construction: _____
 (I-A, I-B, II-A, II-B, III-A, III-B, IV, V-A, V-B)

Occupancy Classification: _____
 A, B, E, F, H, I, M, R, S, U

Does the building contain a fire protection sprinkler system?: ☐ Yes ☐ No If yes? ☐ Full or ☐ Partial

Is a Commercial Kitchen proposed? ☐ Yes² ☐ No

Estimated cost of the project: \$ _____

Building Data Attachments:

- ☐ Supplemental Trade Permit Applications (check all that apply)
 ☐ Plumbing ☐ Electrical ☐ Mechanical ☐ Fire Protection
☐ Affidavit of Workers' Compensation Coverage in accordance with NCGS 87-14
☐ State letter of approval for Child Care Operation
☐ ¹Demolition Form (Form DHHS-3768)
☐ ²Health Department (applicable county) Approval.

Section 3: Site Data

☐ Not Applicable

Does your use(s) include ☐ outdoor storage or ☐ outdoor sales? If yes, please explain: _____

Estimated number of employees on peak shift: _____ Number of seats (if applicable): _____

Number of attendees (for daycare facility): _____

Number of fleet vehicles or vehicles used exclusively by establishment: _____

Total number of parking spaces provided: _____

Development Plan Attachments:

- ☐ Site Plan/Watershed Control Plan ☐ Landscape Plan

Authority to File Application

I hereby agree to conform to all applicable laws and regulations of the City of High Point, applicable County and State of North Carolina (as may be applicable to my request), and certify that the above information and accompanying documents are complete, true and accurate to the best of my knowledge. In addition, I acknowledge that by filing this application, representatives from the City of High Point Planning and Development Department may enter the subject property for the purpose of investigation and analysis of this request.

Applications will not be accepted without signature(s).

Print Applicant Name	Applicant Signature	Date
Print Owner Name*	Owner Signature*	Date

*A Letter of Authorization signed by the owner is also acceptable.

Required

INSTRUCTIONS AND TIPS

MINIMUM SITE PLAN REQUIREMENTS

A site plan is required for most nonresidential structural improvements, where parking requirements are affected by changes in use of a property, for tenant upfits, or for nonresidential interior renovations that result in changes to the allocation of space among different use types. As a minimum, the items listed below should be included on your site plan to avoid delays in the approval of your permit application relative to compliance with zoning requirements. For further information, contact Doug Loveland, Planning and Development Department, 336-883-3328.

· Name of development & proposed use	· Location of development
· Owner's name, address & phone number	· Applicant's name, address & phone number
· Property lines and dimensions, to scale	· Scale of site plan, in feet per inch
· Acreage of lot	· Existing and proposed structures, with sq. ft.
· Use of buildings or structures	· Location & width of rights-of-way & easement
· Adjacent streets & driveway connections	· Existing and proposed parking, with dimensions
· List tax map, block and parcel number	· List recorded plat name & lot number
· Include landscaping plan (required for new buildings and additions of 3,000 sq. ft. or more)	

LANDSCAPE PLANS

Landscape plans must show plantings as they will be planted, not just a statement of requirements from the Ordinance. Sites over 55,000 square feet must comply with all provisions of the High Point Development Ordinance (Section 9-5-11). Sites under 55,000 square feet shall provide a minimum of 15% of the site area for landscaping, which must be planned in a way that provides street and peripheral planting yards that address the intent of the Ordinance. Fences are often necessary on small sites. A separate fence permit is required for the installation of a fence. Landscaping plans are approved by the Planning and Development Department, and an inspection of plantings to determine compliance with the plan is required for a Certificate of Occupancy. Often, preserving existing vegetation can earn credits toward planting requirements. For further information, contact Doug Loveland, Planning and Development Department 336-883-3328.

GRADING, SOIL EROSION, AND SEDIMENTATION CONTROL

Plan and Permit Required: No person shall initiate any land disturbing activity without a soil erosion and sedimentation control plan and land disturbing permit approved by the Engineering Services (Enforcement Officer). Land disturbing activity exceeding one (1) acre or other activities listed in Section 9-7-11(a)(1) require plan approval and permit issuance. Plans and applications must be filed at least 30 days before initiating any activity, and receive approval by the Erosion Control Inspector. The Erosion and Sedimentation Control Plan shall be prepared by, and bear the seal and signature, of a registered professional engineer, architect, landscape architect, or a registered surveyor, pursuant to N.C. State law. For further information visit the [Engineering Services website](#) or contact Engineering Services at 336-883-3194

Sites not requiring a Plan or Permit: Must construct a stabilized stone construction entrance, and contain all sediment generated by accelerated erosion within the property boundaries of the construction site.

**INFORMATION REQUIRED ON PLANS FOR ARCHITECTURAL AND
STRUCTURAL APPROVAL:**

Under development

COMPLETION OF INTERIOR SPACE (UPFIT)

Projects involving the completion of an interior portion of a building, you must provide information which clearly identifies the location within the building of the space you are completing. This can be done by including a highlighted copy of the building plans, a highlighted copy of an approved site plan, or a sketch of the building footprint with the location and extent of the project shown. If the building is multi-story, you must also indicate which floor you are working on and whether the space you are completing includes are on more than one floor.



AFFIDAVIT OF WORKERS' COMPENSATION COVERAGE N.C.G.S. § 87-14

The undersigned applicant for the address of _____ being the

- ☐ Contractor
- ☐ Owner
- ☐ Officer/Agent of the Contractor or Owner

do hereby aver under penalties of perjury that the person(s), firm(s) or corporation(s) performing the work set forth in the permit to have (check all that apply):

- ☐ Three (3) or more employees and have obtained workers' compensation insurance to cover them,
- ☐ One or more subcontractor(s) and have obtained workers' compensation insurance covering them,
- ☐ One or more subcontractor(s) who has/have their own policy of workmen's compensation covering themselves,
- ☐ Not more than two (2) employees and no subcontractors,

While working on the project for which this permit is sought, it is understood that the Inspection Services Division issuing the permit may require certificates of coverage of workers' compensation insurance prior to issuance of the permit and at any time during the permitted work from any person, firm or corporation carrying out the work.

Firm name: _____

By: _____

Title: _____

Date: _____

Sworn to (or affirmed) and Subscribed before me this ____ day of _____, 20____.

Signature of Notary Public

Printed Name of Notary Public

My Commission Expires: _____ (Notary Stamp or Seal)

(Note: It is a Class F felony to willfully commit perjury in any affidavit taken pursuant to law—G.S. 14-209)



STATE OF NORTH CAROLINA
COUNTY OF _____

Owner Exemption Affidavit
Pursuant to G.S. 87-14(a)(1)

High Point Planning and Development Department – Inspections Division

Address and Property Number of real property where building is to be constructed or altered:

I, _____, hereby claim an exemption from licensure under G.S. 87-1(b)(2) by initialing the relevant provisions in paragraph 1 and initialing paragraphs 2-4 below and attest to the following:

1. ____ I certify that I am the owner of the property set forth above on which this building is to be constructed or altered;

OR

____ I am legally authorized to act on behalf of the firm or corporation which is constructing or altering this building on the property owned by the firm or corporation as set forth above (name of firm or corporation: _____);
2. ____ I will personally superintend and manage all aspects of the construction or alteration of the building and that duty will not be delegated to any person not duly licensed under the terms of Article 1 of Chapter 87 of the General Statutes of North Carolina;
3. ____ I will be personally present for all inspections required by the North Carolina State Building Code, unless the plans for the construction or alteration of the building were drawn and sealed by an architect licensed pursuant to Chapter 83A of the General Statutes of North Carolina;
4. ____ I understand that a copy of this AFFIDAVIT will be transmitted to the North Carolina Licensing Board for General Contractors for verification that I am validly entitled to claim an exemption under G.S. 87-1(b)(2) for the building construction or alteration specified herein. I further understand that, if the North Carolina Licensing Board for General Contractors determines that I was not entitled to claim this exemption, the building permit issued for the building construction or alteration specified herein shall be revoked pursuant to G.S. 153A-362 or G.S. 160A-422.

(Signature of Affiant)

(date)

Sworn to (or affirmed) and Subscribed before me this ____ day of _____, 20__.

Signature of Notary Public

Printed Name of Notary Public

My Commission Expires: _____ (Notary Stamp or Seal)

(Note: It is a Class F felony to willfully commit perjury in any affidavit taken pursuant to law—G.S. 14-209)